

**TOWN OF NEW HAMPTON  
BOARD OF SELECTMEN  
MEETING MINUTES**

**26 Intervale Drive, Fire Department Training Room, NEW HAMPTON, NH 03256**

Thursday, December 19, 2024

**MEMBERS**

Present were Mr. Drake, Mr. Shaw (by phone) and Mr. Harvey.

**PRESENT:**

**OTHERS PRESENT:**

Town Administrator Mr. Davenport and members of the public.

**CALL TO ORDER**

Mr. Drake called the meeting of the Board to order at 6:02 p.m. and led the group in the Pledge of Allegiance.

**ACTION &  
DISCUSSION ITEMS:**

- The invoice remainder for 17E1 repairs from Coastal Truck & Autobody was reviewed. Mr. Drake made a motion, seconded by Mr. Harvey to expend \$76,646.94 out of the ARPA funds. Vote was unanimous. The original purchase order was amended to reflect this amount. Mr. Drake made a motion, seconded by Mr. Harvey to expend \$1,387.24 out of the ARPA funds to Lakes Region Fire Apparatus (LRFA) for electrical issue they repaired on 17E1. Vote was unanimous. Mr. Davenport advised ARPA monies remain and asked the Board to consider what expenditures could be encumbered by year's end. The Board discussed paying for the new software (Finance & Tax Collector), with the remaining monies going to the PSB cameras. Mr. Drake made a motion, seconded by Mr. Harvey to pay the software fee of \$21,500 out of ARPA monies, and to apply the balance of ARPA monies to the Public Safety building cameras, for a total of \$23,734.87. Vote was unanimous. Mr. Davenport to get contract with camera vendor, to allow the encumbrance.
- 2024 Tax Rate Setting - draft tax rate was provided to Board. After discussion Mr. Drake made a motion, seconded by Mr. Shaw to apply \$140,000 of the undesignated Fund Balance to drop the 2024 Town tax rate further. Vote was unanimous. Relative to the TAN the Town had to borrow, Mr. Davenport advised the office would determine the legal costs and interest amount the Town has had to pay, before billing NASD.

**APPOINTMENTS:**

6:30 PM

*Fish & Game*

Inland Fisheries Division Chief Diane Timmons, Rebecca Elwood from HDR Engineering, Rickey Czerw from MWH Construction firm, Roger Dionne, Fish & Game Project Manager from DPW, and additional staff were present. Ms. Elwood displayed and reviewed the present hatchery and the proposed hatchery layouts. Ms. Timmons advised that the waste treatment will be much more efficient and cleaner than the present system. She explained the uses of the various proposed buildings and their application to the raising of the various species of trout. She said the current hatchery is a flow-through system, but 90% of the water will now be reused in the new system. Mr. Morse asked if the size of the new buildings would have a negative impact on abutter's view. Ms. Elwood said the buildings are no taller and should look much better than the existing facility. Richard Morse asked if the State will repair any road damage to Town roads. He asked if any more water would be taken from Dickerman Pond, that would affect its level and Ms. Elwood said the water level of the pond would not change. Precinct Sewer Commissioner Tom O'Shea asked how much this would increase the hatchery's production and Ms. Timmons said it would likely increase by 3 times. He confirmed

with Ms. Timmons that there would be no need for any additional services from the Village Precinct relative to water or sewer. Abutter Charlene Joyce said she was concerned with the noise level during construction and asked how long the project would take, and if they would perform construction work on weekends. Partick Castrogiovanni, Construction Project Manager from MWH Construction and Roger Dionne said work is typically M-F; 7:00 am to 3:30 pm. Mr. Castrogiovanni, said they would do what they can to minimize the noise. Scott Provencal asked if the oxygen tanks need filling and Ms. Timmons said they will need to be filled, but did not know what size trucks would be delivering, or how often. Mr. Provencal asked how often these deliveries would be made and how much traffic might increase into the facility once the project is complete. Zack Curran, Hatchery Foreman, NH Fish & Game, said the traffic would increase by as much as 3 times what is current, due to production. Mr. Provencal confirmed it would be 2 years of construction with that increased traffic and possibly 3 times as much traffic - during normal production, during stocking season of 3 months. As the project is being paid for by ARPA monies, Ms. Timmons advised there cannot be any overruns on costs. Ms. Elwood said if the project goes over cost, less buildings would be constructed. Relative to driveway permit access, Mr. Davenport said he is working with NHDOT and Ms. Timmons on Hatchery Road access, as the 1<sup>st</sup> few hundred feet, on the west side, is a Town Class V roadway. Mr. Shaw said prior to the Town authorizing any driveway permit off of Main Street, he would want to see the traffic estimates. Mr. Shaw asked if there was any plan to move a pole at the Hatchery Road intersection with Main Street and Ms. Timmons said that was not a plan. Kim Duncan asked if more staff will be hired and if New Hampton would serve as a training facility and Ms. Timmons said there will be more positions with training as an unknown. Mr. Denoncour said the western end of Hatchery Road will be the primary entrance for traffic during construction and asked what the plan was for its eastern end and Ms. Timmons said there are no plans to improve that end. Mr. Mertz asked if there are no changes planned for the western end of Hatchery Road, how would long lengths of steel make it down to the site. Mr. Castrogiovanni said they have surveyed the roadway and there will be enough room to move materials. Mr. Mertz said he has seen multiple times where property along Hatchery Rd, including his own, has been damaged by a vehicle entering the hatchery, or has seen the power pole at the intersection - hit. Mr. Mertz asked if the Town would require the posting of a bond to ensure the condition of the paved road is repaired if damaged. Head of NHS Joe Williams asked what the anticipated start date was and as it was his understanding that the approach onto Hatchery Road would be from the eastern side, asked where trucks would be turning around to accomplish this. Mr. Castrogiovanni said he would have to investigate where that could happen and work would begin mid-January. Mr. Williams expressed concern with the safety of students crossing Main Street. Mr. Provencal asked who would be responsible for any damage to the pole or road, Roger Dionne said any damage would be repaired. Mr. Duncan asked if whomever is handling the wastewater would be certified and Ms. Timmons said they are certified. Mr. Duncan asked what the public access would be once the project is complete. Ms. Timmons advised there would be some walk-thru areas for the public. Ms. Timmons said Fish & Game would continue to provide updates to the Town on the project.

Most of the public left the meeting.

Mr. Davenport said relative to any driveway permit for Hatchery Road he would contact NHDOT to see what is needed. Mr. Shaw said he just wants to ensure the Town has all pertinent information relative to traffic types, counts, and patterns.

**ACTION &  
DISCUSSION ITEMS:**  
(cont.)

☐ Encumbrance Discussion: Mr. Davenport suggested encumbering remaining payments due on several warrant articles into 2026. Mr. Drake made a motion, seconded by Mr. Harvey to encumber the following: Article 3 – Fire Dept replacement hose; Article 5 – Hiring and equipping 2 full-time employees in the Fire Dept; Article 10 – Purchase of a Police Cruiser; Article 11 – Planning & Zoning Consultant. Vote was unanimous.

☐ 2025 Budget Review: Relative to bonding some warrant articles, Mr. Davenport said the bond lengths can vary as needed. He said a 5-year bond on a new highway truck will produce some savings over a 10-year bond, and will likely more closely match its life. The Board agreed to cut the purchase of a new skid steer. The Board asked Mr. Davenport to increase the anticipated sale of Town property for 2025 to \$175,000. Relative to PD wages the Board compared the COLA increases vs the step increases proposed by Police Chief Tyrrell, agreeing to the step increases. Relative to Fire Chief Cathy's wage increase for part-time EMS billing, the Board agreed to the proposed increase. For Highway Dept/Transfer Station, the board agreed to the higher rate for a new hire, with COLA for all others, and creation of a scale for 2026. The Board confirmed that wages for a part-time Code Enforcement employee were included in the budget. CAP reduced their request which had an error and the Day Away Program request was reduced. Mr. Drake said his concern is with the Highway Dept wages and keeping employees. The Board reopened the issue of Highway Dept pay and decided to increase the base pay of the Highway Dept employees by \$2.50/hr each. The Board agreed to give just a COLA increase to the department head and the vacant position.

At 8:27 pm Mr. Shaw left the meeting.

☐ Board reviewed the Proposed Warrant Articles. Relative to a new Hwy Dept truck, the Board agreed to a 5-year bond. Relative to repairs to the Town House at an estimate of \$444,000, Mr. Davenport said he obtained a bond schedule for 10-yrs and 15-yrs. Mr. Harvey said there was only one estimate provided on the Town House repairs so he was concerned with the quoted cost being accurate. The Board considered one bond for the Town House, Fire Truck and Hwy truck. Mr. Drake recommended the bond for the Town House at \$350,000 and to add a warrant article adding \$50,000 to the Town Building Expendable Trust Fund.

☐ Mr. Drake made a motion, seconded by Mr. Harvey to approve a Service-Connected Disabled Veteran's Tax Credit for Andrew & Jennifer MacDonald; Map R4, Lot 90D. Vote was unanimous.

☐ A prospective buyer of vacant lot inquired about the use of an RV, or tiny home, on the property prior to constructing a home. They asked whether it requires they connect to water supply and septic system. It was the consensus of the Board that as long as they were only recreating on the land, and not living in the RV, it was acceptable.

FYI – Cady Thank you Letter

**New Business after Agenda was Posted**

- Board reviewed a building permit application for a new home with various components being a good first example. As this was the first submittal of the new revision permit application applying the new fee schedule, the Land Use Administrator had wanted the Board to review the thought process to ensure the Board was supportive of how fees were calculated. The Board agreed with the calculations.
- Mail delivery – Resident off Coolidge Woods Road had complained they're not getting mail due to the icy road conditions. Mr. Davenport compiling list of any complaints and will drive to see conditions as needed. Mr. Drake advised he had received a complaint also and asked to have the Board kept updated on these types of complaints.

**MINUTES:**

There were none

**WORK SESSION:**

The Board reviewed/signed manifests, invoices, requisitions, purchase orders and leave request forms.

The following Building Permit was signed by the Land Use Administrator:

1. John Sarabia & Maribell Jimenez; 2 Cabin Dr; Map U9, Lot 9-1; demo & construct new cottage.

The following Occupancy Permit was signed by the Land Use Administrator:

1. Covill Family Living Trust; 325 Winona Rd; Map R7, Lot 15.

The following Septic Systems were approved by Land Use Administrator:

1. Matthew & Rebecca Seaver; Dana Hill Rd; Map R16, Lot 19B
2. Stephen & Michelle Vanasse; Evergreen Dr; Map R6, Lot 27B
3. Jeremy Hiltz Rev. Trust; Pinnacle Hill Rd; Map R4, Lot 90

**OPEN ITEMS**

1. Tax Deeded Land – no update
2. Personnel Policy – no update
3. Timber Harvest – no update
4. Fish Hatchery project – no update
5. #17 Main St. property – no update
6. 911#'s – no update
7. Grants – no update.
8. Carter Mountain Rd unregistered vehicles – no update
9. Town House – no update
10. Drake Road – no update
11. Roads: HMA & culverts – no update
12. Job Postings – no update
13. Town Roads – no update
14. Dr. Childs Rd discontinuance – no update
15. NHS PILOT – No update
16. Grant status of culvert replacement – No update
17. Dry Hydrants – no update
18. Coolidge Woods Rd erosion – no update

**OTHER BUSINESS:**

- Mr. Davenport advised the International Hwy truck needs an injector replaced. The Dept wondered if they should replace all the injectors at the same time or just the faulty one. Mr. Davenport to get several quotes of each scenario.

**PUBLIC COMMENT:**

- Mr. Morse supported the idea of one police cruiser per officer, for response purposes and that each cruiser will be better cared for.
- Mr. Provencal advised that NuCar offers bids on vehicles.
- Mr. Provencal asked if the Hwy Dept plows/sands the roadways in a specific order. Mr. Harvey said the bus routes should be done first.

**ADJOURNMENT**

At 9:53 PM, Mr. Drake made a motion, seconded by Mr. Harvey to adjourn the meeting. Vote was unanimous.

Respectfully submitted,  
Pamela Vose